

Stacy Peterson
6445 Thomasville Court
Smithville, WY 86775
(226) 563-3442

SUMMARY OF QUALIFICATIONS

A highly organized and detail oriented soldier with experience supporting a recruiting mission. Proficient in the use of general office equipment and office-related software applications to include Microsoft Word, Excel and Power Point. A clear communicator with the ability to interface with recruiters and applicants. Considered to possess a high level of integrity, honesty, punctuality and resourcefulness.

EMPLOYMENT HISTORY

Army National Guard

Officer Recruiting Technician, Smithville, WY October 2004 to Present

- Assembles Army National Guard officer enlistment packets for medical, and dental corps.
- Verify professional credentials.
- Ensures applicants properly complete all paperwork, including application for appointment, medical, security, waiver and other forms as needed.
- Able to track and manage multiple files simultaneously.
- Process Age/Age-In-Grade waivers.
- Knowledge of Health Professional Bonus and Health Professional Loan Repayment programs.
- Maintain contact with applicants throughout the packet process to insure prompt action.
- Familiar with FEDREC process, Standard Operating Procedures, and NGR 600-100.

Supply Specialist, Smithville, WY January 2000-Present

- Knowledge of organizational policies and regulations.
- Complete and maintain logs for unit supply requests.

Recruiter Aide, Mountain View, WY September 2003-February 2004

- Maintain logs and statistics on recruiter contacts with prospective applicants.
- Trained in the use of ARISS computer program to enter new applicant data for entrance into the Army National Guard.
- Entrusted with protecting the confidentiality of enlistment and recruiter records.
- Utilize written and verbal communication skills to obtain enlistment packet information.

EDUCATION

Torrence County Community College 2006-Currently enrolled

- Pursuing AA in Education